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MONTANA

State Occupational Information Coordinating Committee
Career Information System

COMING TO MICRO-CIS THIS FALL: MICRO-SKILLS

Simple concepts can produce valuable insights. This is the essence of Micro-SKILLS, a skills inventory that helps students or clients gain important self-knowledge for the career development process.

Only available as a new, optional add-on to Micro-CIS this fall, Micro-SKILLS is a powerful tool that asks students/clients to identify their most satisfying skills. The skills are entered into the computer which then calculates occupation "ratings" and produces a list of the 30 highest-rated occupations. Micro-SKILLS displays relevant, concrete information on the skills needed for an occupation in a format which is easy to understand. This is an all-new version of Micro-SKILLS based on the MCIS occupations with the latest skills coding.

Why use skills?

Skills are based on reality. Students/clients go through a lengthy process which involves re-experiencing past events in order to decide which skills they enjoy. Skills which are carefully selected are more accurate than interests in predicting occupational satisfaction.

The Micro-SKILLS option for Micro-CIS consists of 72 SKILLS cards, SKILLS Inventory Worksheets, Micro-SKILLS software and Micro-SKILLS Counselor's Manual. The annual lease fee: \$150.00.

Spring 1994 Issue

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New Logo, New Look

Our new logo reflects the changes that have been happening this year at SOICC/MCIS. It's been a busy one, reorganizing two programs into one operation. But our goal is to improve career information products and services for Montanans and we're gearing up to accomplish it. Starting with...

No Increase in Micro-CIS Fees for 1994-95

Not only that, Micro-CIS fees are holding at the 1991-92 level when we first introduced our sliding fee scale. That's three years without a price increase and with system enhancements like the national two-year school file and national, state and local scholarships. Plus...

New Products for 1994-95

The one we're most excited about is Micro-SKILLS (see related article). Voted a top enhancement priority by the MCIS Advisory Council.

Coming this winter: Job Works-an interactive job search and resume writer. More than just a resume writer, it teaches the user about the job search process.

PLEASE RETURN

1993 National Survey of Working America

The National Occupational Information Coordinating Committee (NOICC) recently sponsored a survey for the National Career Development Association. Some interesting findings:

- Sixty percent of adults think public high schools are not devoting enough attention to helping students who do not plan to go to college develop job skills.
- Fifty-seven percent say high schools are not devoting enough attention to helping students learn how to use occupational information.
- Fifty-one percent say they think high schools are not doing enough to help students choose their careers.

Young people ages 18-to-25 are more likely than the general adult population to say they feel high schools are not doing enough to place into jobs students who have dropped out or graduated - 73 percent compared to 64 percent for the general public. They also think high schools are not doing enough to help students choose careers - 58 percent compared to 51 percent of the adult public in general.

"The findings of this survey clearly indicate that today's youth need information and help in career planning," says Dr. Kenneth Hoyt, Past President of the National Career Development Association and University Distinguished Professor of Education at Kansas State University. "The question they should ask themselves is not whether to go to work or to college, but what kind of further education and training they need as preparation for work and where is the best place to find it. Some kind of postsecondary education is increasingly being demanded of almost all youth seeking employment, and people may not be aware that four-year colleges are not the only place to turn."

Reports from this survey will be continued in future newsletters.

Teleconference a Signal Success

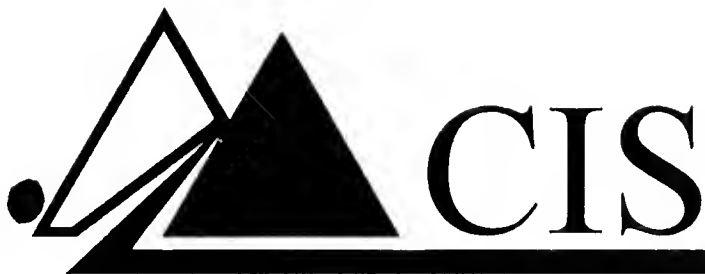
A live satellite feed on March 10th served as the centerpiece of a six hour workshop using curriculum developed by the Career Development Training Institute and sponsored by the Montana SOICC/CIS.

The workshop was designed to help counselors cope with initiatives like Tech Prep, youth apprenticeship, and applied academics. The workshop touched upon these areas through the use of lecturettes, hands-on activities, and group discussions.

Workshop sites were located in Billings, Bozeman, Butte, Glendive, Great Falls, Havre, Helena, and Kalispell. A downlink site for the satellite feed was set up in Missoula, and several high schools in Montana. About one hundred and forty people attended the workshops. Participants included Job Service office workers, school counselors, rehabilitation counselors, school principals, private professional counselors, and representatives from various state agencies.

Preliminary workshop evaluations indicate that the local and national presentations either met or exceeded the participants expectations. A common theme in the evaluations was the need for more time for expanded discussions of the many topics involved.

A very special thank you goes to the persons who donated much time and energy into facilitating the local presentations: Mike Joyce, Billings; Ralph Brigham, Bozeman; Perc Craddock and Ron Kuecks, Butte; Trish Matteson, Glendive; Donna Berkhof and Patricia Hays, Great Falls; Jerry Kiser, Havre; Rosalie Walsh, Helena; Charlene Heron, Kalispell; Karie McNeal, Missoula.



Montana Career Information System

1994-1995 USER FEES

COMPUTER PRODUCTS

Micro-CIS *A comprehensive, computerized career information system*

Requirements

- MS-DOS 3.2
- 15 Mb hard disk
- 640 Kb Ram
- color or mono monitor
- Novell or ICLAS network (optional)

Information Files

- Occupations
- Programs of Study
- Montana Schools
- National Schools (2 and 4 year)
- Financial Aid
- Job Search
- Entrepreneurship
- Apprenticeships
- Scholarships

Assessment Link

- provides a direct link to:
- Strong Interest Inventory
 - Self-Directed Search
 - Career Assessment Inv.
 - ASVAB
 - GATB
 - Differential Aptitude Test

Sorting Utilities

- QUEST (Occupation Sort)
- School Sort
- Aid Sort

Package includes:

- Micro-CIS software (1 set of disks)
- 3 Computer User's Handbooks
- 3 Indexes to American Colleges
- Copy masters for all sorting utilities
- Extra materials available:
 - Disk sets
 - Handbooks
 - College Indexes

Annual License Fee

Secondary Schools	
1,600 & over	\$1,545
800-1,599	\$1,395
400-799	\$1,245
200-399	\$1,095
100-199	\$ 945
1-99	\$ 795

Postsecondary Schools

(All sizes)	\$1,095
Agencies	\$1,095

Support Materials

-Add'l disk sets	\$ 10
-Handbook	\$ 2
-Index	\$ 2

NEW for 1994!

Micro-SKILLS *Optional add-on for Micro-CIS (only)*

Requirements

(see Micro-CIS)

A two-step process matching user's self-assessed skills with the actual skill requirements of occupations. Uses worksheet or card sets and Micro-SKILLS software to produce ratings for 30 highest matched occupations.

Package includes:

- Micro-SKILLS software
- Micro-SKILLS Manual
- 25 worksheets
- 1 set of Micro-SKILLS cards

Annual License Fee

	\$150
Support Materials	
-Add'l manual	\$ 10
-Add'l worksheets (package of 25)	\$ 10
-Add'l card set	\$ 3

Micro-QUEST *Computerized QUEST on a floppy disk*

Requirements

- MS-DOS 3.2
- 640 Kb Ram
- OR
- Apple IIE

Lets users discover occupations using abilities and interest levels they select.

Package includes:

- Micro-QUEST software
- Two-volume book set:
 - Occupations
 - Programs of Study
- Copy masters for QUEST and Occupations Index

Annual License Fee

Site License	\$510
-Add'l disks	\$ 10

Coming Soon in 1994!

Job WORKS *Interactive job search and resume program*

Requirements

- MS-DOS 3.2
- 270 Kb hard disk
- Floppy disk drive

Not just a resume writer-- a learning tool combining information with interactive components. Helps create broad understanding of the job search process.

Package includes:

Job WORKS software
Job WORKS Manual

Long-Term License Fee

Site license	\$150
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Available for Macintosh!

Career Trek *Career awareness kit for the elementary classroom with occupational card deck and software*

Requirements

Dos:

- MS-DOS 2.1 or higher
- 3.6 Mb hard disk
- 640 Kb Ram
- VGA color monitor
- mouse

Macintosh:

- System 6.0 or later
- 1.8 Mb hard disk
- 2 Mb Ram
- Hypercard 1.2.5 or later

Career Trek Card Deck

One hundred twenty occupation cards using descriptions, symbols and detailed information

Career Trek Software

Graphics, sound and words present occupations and their characteristics; students work at own pace

Package includes:

Career Trek Card Deck
Career Trek Software
Teacher's Guide with thirty learning activities and photo-ready worksheet masters

Long-Term License Fee

Site license	\$385
Classroom set (3 decks, 1 disk)	\$660
Add'l card decks	\$200

PUBLICATIONS

Occupations

Job duties, earnings, and employment outlook of 95 percent of Montana's employment

Programs of Study

Typical course work, admission requirements, and Montana post secondary school courses

Job Search Notebooks

Pocket-sized booklet helps job seekers organize their job search. Packaged 25 per bundle. Discount available for volume purchases (200+).

Annual Fee

Occupations	\$115
Programs of Study	\$115
Two-Volume Book Set	\$195
Job Search Notebooks	\$32

For more information, contact:
Montana Career Information System
Department of Labor & Industry
P.O. Box 1728
Helena, MT 59624-1728
Telephone: (406) 444-0303
Fax: (406) 444-2638



CIS

Montana Career Information System

ORDER FORM

Bill to:

Ship to:

Name		
Organization		
Address		
City, State, Zip		
Phone		
Fax		

Item Description	Quantity	Computer? (DOS/Apple/MAC)	Disk Size	Unit Price	Total Price

All costs include shipping and handling.

TOTAL

\$

Payment type: ☐ Purchase Order # _____

☐ Check enclosed

Send this form to:

Montana Career Information System
Department of Labor and Industry
PO Box 1728
Helena MT 59624-1728

If you need customer assistance
please call toll free:
1-800-633-0229 ext. 0303
Fax # 444-2638

Tech Tips For Micro-CIS

The power of the ↑

There is a little known keyboard short cut that can save you a lot of time when you are working in Micro-CIS. The last 10 key entries you make are kept in a buffer. To access them all you need to do is use the ↑. Every time you hit the ↑ the last entry appears. So if you are investigating several schools and have a very specific selection of topics you are interested in (1-4 37 85 98) you could enter the schools numbers and then use the ↑ until that command comes up. For those of you who are DOS wizards, this is very similar to the DOSKEY command in DOS.

Saving results of Searches

Have you ever had a client who became very frustrated because they had just spent time using one of the Micro-CIS search utilities (QUEST, SCHSORT, AIDSORT) only to have to leave the system before they are finished. Micro-CIS accommodates them by allowing them to save the results of their search. All they need to do is type "SAVE" and the results of their sort will be saved in a file with the name that they used when they signed onto the CIS program. But how and where are these files saved? It depends on how the CISSITE.DAT file is set up through the editsite program. The files will be either written to a diskette (if the file is set to A:\) or to the \temp subdirectory on the hard disk. Most systems are set up to save in the \temp subdirectory. BEWARE!

Users could lose the results of their sorts if someone with the same name saves their sort results after they do. Therefore it is recommended that users use a unique file name (ex. TOM_SMITH, BARB1 etc.) Remember that this name must conform to normal DOS file naming conventions (ie. can't exceed 8 characters and no "special characters like \ / * ? etc.)

Attention Micro-CIS Users: Save \$175 on MCIS Books

Here's your chance to pick up a set of the MCIS publications at a special year-end price. The three publications, Occupations, Programs of Study, and Schools, are normally \$105 each or \$275 for the set. For a limited time, you can buy the current books for only \$100 plus shipping and handling. Offer good only while supplies last.

It is very important to remember that the "SAVE" command only saves the results of the sort they have just used. For example if a user had completed a QUEST sort and then was in the SCHSORT sort program and used the SAVE command, only the results of the SCHSORT would be saved. They would then need to type "QUEST" then enter the "SAVE" again in order to also save the results of their QUEST sort.

Tech Prep in Montana

Changes and Choices: Tech Prep in Montana - the state conference will be held April 27 - 29, 1994, at the Heritage Inn, Great Falls.

Tech Prep is an educational plan which prepares students for emerging technologically advanced careers. Beginning in the ninth grade, students attend courses which are competency based and have real life application. These courses are designed to strengthen math, science, communications and technical skills. They use hands-on learning techniques, teach competencies required for occupations/jobs, and incorporate educational and occupational options.

Tech Prep provides cooperation between different levels of education. Students move from high school to Technology Centers to community college and university levels without loss of credit, delays and unnecessary duplication of effort.

The registration flyer noted that one semester of professional development credit has been approved through Northern Montana College and the University of Montana at a cost of \$70.

School Notes

According to an editorial in the February 7, 1994 issue of U.S. News & World Report, women have shown a great improvement in the academic field in the last 20 years.

Women now account for 55 percent of all college students. 59 percent of those in master's programs are women, and 40 percent in Ph.D, law and medical degree programs are women.

Women now complete more courses in chemistry, algebra, biology and geometry at the high school level than do men. Although they still lag behind in physics, they represent a nearly equal percentage in trigonometry.

Scott Lockwood Appointed User Services Coordinator

The MCIS Information Analyst/Delivery System Specialist, G. Scott Lockwood, has been promoted to the new position of User Services Coordinator. The new position is part of the recent reorganization of the Montana SOICC and MCIS. As User Services Coordinator, Scott will be responsible for training, conducting workshops, providing technical support and marketing. "I'm looking forward to providing a high level of service to all our clients throughout Montana as well as finding new users of MCIS products and services," Scott says.

Scott can be reached either at 444-0303 or toll-free at 800-633-0229, ext. 0303.



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